



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ACCOUNTANT
Classification Specification
(Classified)

JOB SUMMARY

The Accountant works under the direction of the Director of Finance or designee; performs technical and administrative accounting work in maintaining the fiscal records and systems of the City. This position requires higher knowledge and skillset than those of the Accountant I & II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Accountant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Prepares year-end audit schedules, accruals, reconciliation, closing entries, balancing cash and investments, bond payments, outstanding debts, receivables, and other related supporting documents.
- Provides support and assistance to auditors during Interim and Year End fieldwork.
- Reviews SEFA and other year-end schedules for accuracy and completeness.
- Prepares and posts monthly recurring journal entries as well as budget amendments as necessary.
- Prepares and assists in the preparation of the monthly, quarterly, annual and other State or Federal reports, including but not limited to Grant reporting, Sales & Use Tax, Pooled Cash, Investment, and Fiscal Agent.
- Makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; reconciles general ledger.
- Maintains or assists in the maintenance of fixed asset accounts of the City.
- Prepares or assists in the preparation of monthly bank reconciliations for certification of accuracy and completeness.
- Performs periodic financial studies and analyses.
- Assists the Finance Director in the operation and maintenance of the City's central financial computer system.
- Stays up to date on all GASB pronouncements and prepares year-end journal entries as required.
- Maintain special accounts receivable.

MINIMUM QUALIFICATIONS

Education, Training, & Experience

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and
- One (5) years of progressively responsible municipal accounting or finance work, or any equivalent combination of education and experience.

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Knowledge, Skills, and Abilities

- Working knowledge of modern governmental accounting theory, principles, and practices;
- Considerable knowledge of internal control procedures and management information systems;
- Working knowledge of office automation and computerized financial applications;
- Some knowledge of public finance and fiscal planning;
- Working knowledge of payroll and accounts payable functions;
- Considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;
- Skill in operating the listed tools and equipment;
- Ability to prepare and analyze complex financial reports
- Ability to maintain efficient and effective financial systems and procedures;
- Ability to accurately account for city funds;
- Ability to establish and maintain effective working relationships with employees, city officials;
- Ability to communicate effectively, orally and in writing with staff at all levels.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: January 2023
CSC Approved: January 2023